

Reliable

JOB SERVICE  **SOURCE**

The **Reliable SOURCE** is published quarterly by The Miles City Job Service.

New Montana Unemployment Tax Employer Website

The Montana Department of Labor and Industry is working to make it easier for you to do business with its Unemployment Insurance Division through UI eServices. In the spring of 2014, all Montana employers (and those who do their payroll) will be able to access UI tax information through the new UI eServices for Employers.

“We are implementing a new software system that allows employers to do the majority of their UI tax-related business with our UI Division online. This will streamline the process, making it easier for employers to work with the state of Montana,” said Labor Commissioner Pam Bucy.

UI eServices is replacing both WOW and UI4Employers, providing businesses with a “one-stop shop” for registering for UI, maintaining UI account information, filing wage and tax reports, making UI tax payments, and much more.

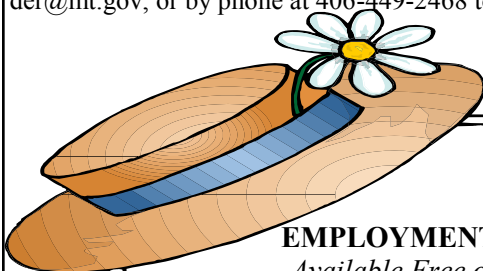
During the Department’s transition to the new software, it is asking employer representatives and accountants to help test the usability of the new system before it becomes available to everyone in 2014. “This is a great opportunity to not only get a first look at the new website, but also provide feedback that may influence its development and bring benefit to all Montana employers”, said UI Administrator Roy Mulvaney.

Onsite Test Sessions will begin in October. Each session will last between 60 and 90 minutes, and are one-on-one with a Test Administrator. Although locations have not yet been set, testing will take place in various locations across the State; your participation could sway that decision!

Testers will be given a set of scenarios to complete. These will include, but are not limited to registering employers and filing quarterly reports, as well as making UI tax payments. Several open-ended questions may be asked during the testing session to solicit your preferences, reactions, and feedback regarding the ease (or difficulty) of use and navigation within the website.

The Department is also looking for volunteers to do remote testing from their location, such as their home or office. This testing will be less structured than the onsite testing, so volunteers would navigate the system on their own.

If you are interested in participating or would like to recommend someone else, please contact Keith Lavender by email at klavender@mt.gov, or by phone at 406-449-2468 to secure your testing appointment. We appreciate your participation in this process!



EMPLOYMENT POSTERS *Available Free of Charge!*

Job Service provides current 5 in 1 posters to area businesses. To request new posters, please contact the Miles City Job Service at 406-232-8340 or pick up a poster by visiting our office at 12 N. 10th St. in Miles City, MT.

Like us on Facebook!

Find us at www.facebook.com/milescityjobs for instant information about workshops, employment, education, community information and the economy.

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network

Unemployment Insurance Related Questions

Question: My employer told me he's deducting UI and/or Worker's Compensation premiums from my pay check because it's required. Is that true?

Answer: Generally, an employer must provide those benefits to their employees, except in very few instances.

Question: Can part-time employees still receive UI benefits?

Answer: Generally they can but it depends on a person's earnings and work history. Section 39-51-2115 MCA allows claimants, who are limited to part-time work, to receive unemployment benefits if the majority of the weeks they worked in their base period were in part-time work and they are willing/able to work the same number of part-time hours as in their base period. If someone has a disability (meets ADA definition) that prevents them from working the same number of hours they were working in their base period, UI can allow benefits if they are willing/able to work at least 50% of the hours they worked in the base period.

Question: Is there any way that when I fire someone for something because that employee is at fault, I can make sure they don't collect UI?

Answer: In order to insure a fair determination, employers should follow good personnel practices such as:

- Document personnel policies and adhere to them;
- Make sure employees are aware of the policies;
- Make sure you give employees a chance to improve poor performance;
- Provide specific separation information to the Unemployment Insurance Division. For example, don't say "poor performance," say "he ruined a batch of milk by dumping lye in it". In other words, be specific;
- Provide copies of any disciplinary actions (related to the reason for separation) and the policies that were violated;
- Provide witness statements for collaboration when it is your word against the claimant's; and
- Make sure to date any warnings or notes about conduct. Be specific as to the date the behavior occurred.

Contact the Unemployment Insurance Division at 406-444-3834 or visit their website at <http://uid.dli.mt.gov>

HiSET TEST REPLACING GED TEST IN MONTANA

The State of Montana will switch high school equivalency test providers starting in 2014. The current test is developed by the GED Testing Service. Starting January 1, 2014, Montana will use the HiSET test developed by the Educational Testing Service and Iowa's Testing Program.

Montana switched high school equivalency test providers after the GED test planned to increase fees and move to a computer-only format in 2014. The HiSET test is similar to the GED in its current form, offering computer and paper versions for test takers. Several other states are considering moving to the HiSET test due to changes in the GED format.



EMPLOYEE RIGHTS NOTICE

The requirement that employers post the National Labor Relations Board poster on employee rights has been temporarily enjoined by the courts as legal issues are resolved. The Employee Rights poster listed employee rights under the National Labor Relations Act. Originally intended to take effect in April 2012, there is no new effective date.



REVISED I-9 FORM

Please be aware US Citizenship and Immigration Services (USCIS) revised Form I-9 this month. Improvements to the I-9 include new fields, reformatting to reduce errors and clearer instructions for employees and employers. Please discard any current I-9 forms as after May 7, 2013, employers must only use Form I-9 (Rev. 03/08/13) for all new employees. To learn more or download forms, go to www.uscis.gov.

Employer Process Change for Posting Job Orders

Recently the Montana Job Service received a number of fraudulent job orders. To ensure the integrity of your job orders, from this point forward Job Service staff are required to authenticate your Federal Employer Identification Number (FEIN) and Unemployment Insurance (UI) number for each job posting entered. You will be asked to provide your FEIN and UI number before staff can complete your job order. If lost or misplaced, your FEIN may be obtained by calling 800-829-4933. Your UI number can be obtained by calling 406-444-3606 or 406-444-3614. We appreciate your business and look forward to working together to ensure the integrity of the jobs you post.

Please contact Job Service at MilesCityJSC@mt.gov if you would like to receive our newsletter by email.



"I have found that if you love life, life will
love you back."
-Arthur Rubinstein

RETURN SERVICE REQUESTED

PRSR STD
U.S. POSTAGE
PAID
Miles City, MT 59301
PERMIT NO. 33

Miles City Job Service Workforce Center
12 North 10th Street
P.O. Box 1786
Miles City, MT 59301
(406)232-8340

New Hire Reporting Information

Employers must report new hires to the New Hire Reporting Program within 20 days after the date of hire.

To obtain more information on New Hire Reporting please contact:

Miles City Job Service

12 N. 10th St.
P.O. Box 1786
Miles City, MT 59301
(406) 232-8340
MilesCityJSC@mt.gov

Or

New Hire Reporting Program

1-888-866-0327
406-444-9290

Or

Montana New Hire Reporting Program

P.O. Box 8013
Helena, MT 59604-8013

Or

<http://www.dphhs.mt.gov/csed/relatedtopics/newhirebooklet.pdf>